



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL  
GENERAL MEETING  
MINUTES OF MEETING HELD ON**

**Wednesday 27<sup>th</sup> September 2023**

**AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING**

**PRESENT**

Katie Ayling, Sabrina Back, Sarah Brake, Nicola Kirk, Leena Tucker (remotely)

**Meeting commenced at approximately 8pm**

**1. APOLOGIES FOR ABSENCE**

Gemma Griffiths, Zoe Brown and Samantha-Jo Jessey

**2. WELCOME BY THE ACTING CHAIRPERSON**

Everyone was welcomed to the meeting and thanked for coming.

**3. MINUTES OF LAST MEETING**

The minutes of the last Annual General Meeting, held on Wednesday 28<sup>th</sup> September 2022 were agreed as correct, proposed by Nicola Kirk and seconded by Katie Ayling.

**4. MATTERS ARISING**

No matters arising.

**5. CHAIRPERSON'S REPORT**

No report.

**6. MANAGER'S REPORT**

This report covers the dates from September 2022 until the end of August 2023.

We started the academic year with 20 children registered and ended the year with 31 although we did lose some children during the year due to moving or needing longer hours than we were able to offer. 12 children moved on to school at the end of July.

We referred two children for speech and language therapy, supported two children with input from the Child Development Centre (CDC) and continued to support two more children with ongoing speech and language therapy. We referred four children to the SEND Under 5's panel and referred three children to the new specialist transition teacher in preparation for school. We referred a child for an Education Health and Care Plan and facilitated an opportunity for the Educational Psychologist to carry out a visit to Playgroup to support this Plan.

We have had 5 children eligible for Early Years Pupil Premium and have used this additional money to provide extra sessions for parents to attend, including Christmas and Spring craft making, three Transition to School training sessions and a Coronation Party. We also used some of it to purchase toothbrushes, timers and toothpaste for the children, a few new resources and to help towards the cost of staff training.

We have planned a wide variety of topics and themes over the year, using the children's interests in jobs, vehicles, dinosaurs and animals as a starting point and introducing new



topics based on the children's own experiences and what is happening in the world around them, such as Holi, the King's Coronation, Chinese New Year and looking after our environment.

Our outings began again in January and were able to encompass a wider range of activities this year, including trips to Hove, Worthing and Shoreham, by train or bus. We also visited all the local parks, the library, Community Garden and bakery and it was good to be able to return to the Marlipins Museum in Shoreham in the summer. This year we asked for a voluntary donation of 50p per week, per child for the outings and were fortunate that all the money donated covered our bus and train fares throughout the year, so we will continue ask for voluntary donations again. We were also fortunate to have Angie Norris volunteer on our outings most weeks, which meant that some challenging situations that arose were more easily dealt with.

We did not have as many visitors to the setting this year, but the children still benefitted from a visit from a tortoise, which most children were fascinated by. We hope to welcome more visitors over the next 12 months.

#### Parent events

Autumn Term — open afternoon (15 adults, 12 children), craft afternoon (12 adults, 15 children) and Christmas songs on the last day of term (most parents).

Spring Term — Open afternoon (19 adults, 20 children) and Spring craft afternoon (14 adults, 18 children)

Summer Term - Transition Training for parents and their children over three afternoons, for an hour each (6 families), Coronation Party (24 adults, 21 playgroup children, plus 7 younger siblings) and Dad's Day on a Saturday in June (8 adults, 8 children).

We also made arrangements to speak to parents who were unable to attend these events, to ensure that we shared their children's progress and achievements regularly.

During the year, Katie got involved with other local settings to raise awareness of the lack of funding for Early Years settings. Many of our parents, carers and their families supported the campaign by signing the petitions both online and in person. In July it was announced that the funding rate for early Years would increase for the Autumn Term 2023 and Spring Term 2024, which will have a positive impact, although whether this will be sustained from April 2024, we are yet to find out.

#### Staffing

Hayley Ellaway resigned at Christmas as she did not feel able to commit to the hours she was contracted to work, due to changes at home. Unfortunately, we were not in a position to be able to replace her, meaning that on Wednesdays, there were usually only 4 members of staff working, so we restricted the number of children attending on that day.

We welcomed a number of students on work experience, both short and long term, over the summer term, with some faring better than others. We also supported another volunteer for about 6 months, but due to ill health it was felt better for her not to return after the May Half Term.

#### Training

Hannah decided not to continue with her Apprenticeship due to the lack of technical and maths support she was getting from the training provider. However, it is something she would like to return to and complete in the future, if possible, but we agreed that a face to face course would suit her better.



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After the success of this grant, we applied for an Adur Community Grant of £4500 which was accepted and will cover the costs of running Stay and Play for the coming academic year, including paying staff wages and offering at least one Stay and Play session during the school holidays.

#### Current Picture

We currently have 21 children registered with us with more due to start during the year as they turn old enough. We are fortunate that our volunteer Angie is now coming in on a Wednesday morning, until the outings re-start and we have been joined by another volunteer, Julie Herbert who supports us on a Tuesday and Friday morning. They are both experienced practitioners and their extra help is very much appreciated. Two parents, one from Stay and Play and one from Playgroup have volunteered to join the committee, but more people are still needed.

Katie is registered to complete a 4 month SEN course, funded by the Government and provided through Best Practice Network. The idea is to share the training with Sabrina as SENCO as she did not want to do the training herself, having already completed a SEN Diploma earlier in the year.

In April the first part of the Government's plan to introduce wider childcare access comes into force, with the plan being to extend the two year old funding to all working parents of two year olds. From September 2024, 15 hours of free childcare will be provided to all parents of children from the age of 9 months and from April 2025, working parents of children under 5 will be eligible for 30 hours free childcare. How this will affect us, we don't currently know. We are not able to cater for babies, but it may be appropriate to reduce our intake age to two instead of two and a half, but this will need to be discussed with staff. It is possible to use the hall for additional sessions on some afternoons, but again, discussion would be needed with staff as not all staff would want or be able to work additional hours. We also don't know what the Government's proposed funding rate will be, which makes planning for the future a challenge.

Thank you to the staff, volunteers, parents and carers who have continued to support us through a very challenging time. Thanks to the committee for their continuing support of the Playgroup and help at fundraising events over the year. Special thanks to Leena who has been Acting Chairperson, as well as Treasurer and has also supported our fundraising events and even come in to help at Playgroup when we have needed another pair of hands!

#### **7. TREASURER'S REPORT**

The accounts have been audited and approved and show a profit of £9142.27

The funding from West Sussex was more this year as we had more children registered with us. We also had more fee paying children and received Inclusion funding of £3000 which forms part of the money from West Sussex.

We spent less on equipment, only purchasing items we needed.

We will be receiving a grant of £4500 which is ring fenced for Stay and Play, but means craft materials and resources such as paint, paper and glue can come out of this budget, as well as any resources needed for any Craft Afternoons we hold.



Katie asked if it was worth looking at putting some money into a bond so that we would earn a bit of interest. Leena will look into this as we don't want money to be tied up for long periods of time, but a 12 month bond might be suitable.

#### **8. APPOINTMENT OF AUDITOR**

Katie Wastell was proposed by Katie Ayling and seconded by Leena Tucker. Leena will check that she is happy to do this again.

#### **9. ELECTION OF COMMITTEE**

##### **Members staying on:**

Leena Tucker, Nicola Kirk, Katie Ayling as Manager, Gemma Griffiths

##### **Resignations:**

Zoe Brown (although she remains a committee member until new members have been approved by Ofsted.)

##### **New members:**

Samantha-Jo Jessey has expressed interest in joining the committee but was unable to attend the AGM but was proposed by Katie Ayling and seconded by all present and will hopefully complete the required forms in readiness before the next meeting.

Kate Angel (a Stay and Play parent) has also expressed interest in joining the committee and Katie will chase this up.

##### **Officers:**

Acting Chairperson	Leena Tucker
Vice Chair	Nicola Kirk (this was agreed with Nicola after the meeting)
Secretary	Katie Ayling
Treasurer	Leena Tucker

#### **10. MEETING OPEN TO THE FLOOR**

Christmas Table Sale – Katie will find out about booking the hall in November (18<sup>th</sup> or 25<sup>th</sup>). Agreed we should charge £10 a table and ask for interest now before confirming a booking.

Christmas Craft Afternoon had been booked for Tuesday 19<sup>th</sup> December (during school holidays). 12-2.30pm offering toast and a hot drink to those attending. Aimed at under 5's but older siblings welcome. Cost of £2 per family.

We have been invited to have a tree at the St Michael's Christmas Tree Festival the first weekend in December. We can ask other early years settings about sharing the cost of a tree between us, but it was agreed to go for an artificial tree, which we need to provide ourselves for a cost of £30. We could use the Playgroup tree and just put it up a few days later than usual.

#### **11. DATE AND TIME OF NEXT MEETING**

Next meeting: Tuesday 15<sup>th</sup> November 2023, 7.30pm at Leena's house (10 Rogate Close).

**MEETING CLOSED AT APPROXIMATELY 8.05pm.**





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

PENMILL PLAYGROUP

On accounts for the year  
ended

31 08 2023

Charity no  
(if any)

1001217

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2023

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*Kate Wastell*

Date:

09 09 23

Name:

KATE WASTELL

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

UNIT 6, RIVERSIDE BUSINESS CENTRE  
BRIGHTON ROAD, SHOREHAM  
BN43 6RE



# Profit and Loss

Penhill Playgroup

For the year ended 31 August 2023

2023

## Turnover

Clothing Sales	29.50
Donations	40.78
Fundraising from Raffles	204.50
General Fundraising	758.38
Milk Reimbursement	101.49
Other Settings Refunds/Transfers	132.78
Parent Paid Fees	5,542.75
Stay and Play Fees	1,033.05
Warm Spaces Grants	500.00
West Sussex County Council Funding	69,542.55
<b>Total Turnover</b>	<b>77,885.78</b>

## Gross Profit

77,885.78

## Administrative Costs

Audit & Accountancy fees	317.10
Bank Fees	116.47
Cleaning	5.83
Employers National Insurance	2,054.51
Equipment	373.87
General Supplies	402.70
Gifts	241.50
Insurance	377.00
IT Software and Consumables	191.24
Memberships and Subscriptions	295.89
Milk	107.39
Music License	59.59
Pensions Costs	662.19
Postage, Freight & Courier	49.87
Rent	7,994.00
Repairs & Maintenance	4.50
Salaries	56,791.65
Staff Training	80.00
Stationery	61.84
Telephone & Internet	425.49
Warm Spaces Expense	39.10
<b>Total Administrative Costs</b>	<b>70,651.73</b>

## Operating Profit

7,234.05

## Other Income



# Balance Sheet

Penhill Playgroup  
As at 31 August 2023

31 AUG 2023

## Current Assets

Cash at bank and in hand	
Penhill Playgroup	82,367.31
Petty Cash Account	168.35
Total Cash at bank and in hand	82,535.66
Total Current Assets	82,535.66

## Creditors: amounts falling due within one year

Pensions Payable	70.65
Wages Payable - Payroll	0.10
Total Creditors: amounts falling due within one year	70.75

## Net Current Assets (Liabilities)

82,464.91

## Total Assets less Current Liabilities

82,464.91

## Net Assets

82,464.91

## Capital and Reserves

Current Year Earnings	9,142.27
Retained Earnings	73,322.64
Total Capital and Reserves	82,464.91